SECTION VII:

THE USE OF CBIS

FOR

NON-STATE OWNED PROJECTS

PREFACE FOR NON-STATE OWNED PROJECTS

How to Enter the CBIS System

To begin the budget request process, use the Internet to log onto CBIS at https://cbis.dbm.state.md.us. Alternatively, you could visit the DBM web site at www.dbm.maryland.gov, click "Budget," click "Capital Budget," and on the right side of the screen in the CBIS block, click "LOGIN." A "LOGIN" Screen will appear. If you do not have a user name and password, call the Annapolis "Help Desk" at 410-260-7778 to register and secure them. Enter your "username" and "password" in the appropriate fields. Click "LOGIN" and the CBIS "Home Page" will appear. It will show a list of "Current Requests," which lists all the projects/programs requested and recommended for your State Agency in the current capital improvement program.

How to Enter a Project/Program in CBIS

If the project/program that you want to edit is **already in CBIS**, it will be listed under its formal "Request Title" on the CBIS "Home Page." If you have many projects/programs, they might be listed on more than one page. Click on the page numbers at the bottom right of the screen until you find the page with the project/program of concern. Click on the "Request Title" for that project/program and the "Main Information" View Screen will appear.

If the project/program has **never been entered** in CBIS, click "Create a New Request" on the light yellow tool bar on the CBIS "Home Page." CBIS will direct you to a "New Request" Screen. For a Non-State Owned Project, click on "New Project" under "Request Type" and "Non-State Capital Grants" under "Ownership," click "Save" and CBIS will take you to the "Main Information" Input Screen. You must enter information in the "Title," "Agency," "Legislative District," and "Subdivision" fields, otherwise a "warning prompt" will occur when you click "Save." After the Screen has been successfully saved, a "Main Information" View Screen will appear. It will show the information that you have just entered.

Regardless of which of the two ways you have chosen to enter a project/program in CBIS, you can now select any menu option on the dark yellow tool bar by clicking on the desired option. A View Screen or Input Screen for that option will then appear. For directions about entering data/information in the fields shown on the chosen screen, refer to the relevant screen shots in this section. Titles at the top of the pages will identify the particular menu or sub-menu that are being discussed on each page.

How to Navigate Through the CBIS Screens

Various Menus will appear in the dark yellow tool bar at the top of the "Main Information" View Screen; each of the Menus defines a different category of information.

Some of these Menus are used for the preparation of a submission for a Non-State Owned Project. They are: Home, Main, Schedule, Cost and Funds, and Details. Three of these Screens, Schedule, Cost and Funds, and Details, have "Sub-Menus" which appear on a light yellow tool bar immediately beneath the dark yellow tool bar. In order to enter information in a particular Sub-Menu, it is <u>important</u>

remember that you must click on the "Menu" on the dark yellow tool bar first, then the particular "Sub-Menu" of interest on the light yellow tool bar. For example, to enter "Cost and Funds" for "Last Year," click the "Cost and Funds" Menu on the dark yellow tool bar first, then click the "Last Year's CIP" Sub-Menu on the light yellow tool bar.

Another menu item is "CEW," which stands for "Cost Estimate Worksheet." If it is necessary for you to complete this form, you will be advised to do so by your assigned capital budget analyst.

The remaining menu item, "Submit," is discussed in more detail below.

How to Print a Copy of Your Request

There are two ways to print a copy of your request.

1. When you have completed filling in the required forms, click the blue "Submit" button that appears on the dark yellow tool bar which shows the various Menu options (e.g. Main, Schedule). CBIS will display a "Submit Page" View Screen. On this screen, there is a "Print Request" option and a "Submit Request" option. Click "Print Request" and a facsimile of the request forms will appear in an Adobe file that can be printed for review or saved in a file.

2. Alternatively, you may print a copy of the request at any time during its preparation by clicking "View Reports," the third option on the yellow tool bar on the CBIS Home Screen. CBIS will display a "Select Report Category"; click "Capital Budget Worksheets." For Non-State Owned Projects, select "Miscellaneous" from the drop-down menu beside "Request." CBIS will then present you with additional drop-down menus for "Sub-Agency," and "Request."

Beneath the fields in which you just entered information, you will see a variety of print options, each with a small box. Click the first box, "Agency Worksheet for Requested Capital Projects."

Scroll to the bottom of the page and click "Generate Reports." A window will open showing the output file in an Adobe format. Using the tool bars at the top of the Adobe output view screen, you can print or save your selection.

If you want an output format other than Adobe for an individual project, click "Select Output Format." A drop-down menu will appear, allowing you to select PDF (Adobe), Excel, or MS Word as alternative output formats. Click "Generate Reports" and a second window will appear showing the output file in the format selected.

How to Submit the CBIS Forms to DBM

To begin the submit process, click the blue "Submit" option that always appears on the dark yellow tool bar, except when you are in the CBIS "Home Page." The "Submit Page" will appear. It is recommended that you print and review a copy of the forms before their submission. To do so, click "Print Request." An Adobe window will appear which has save/print options on the tool bar at the top of window.

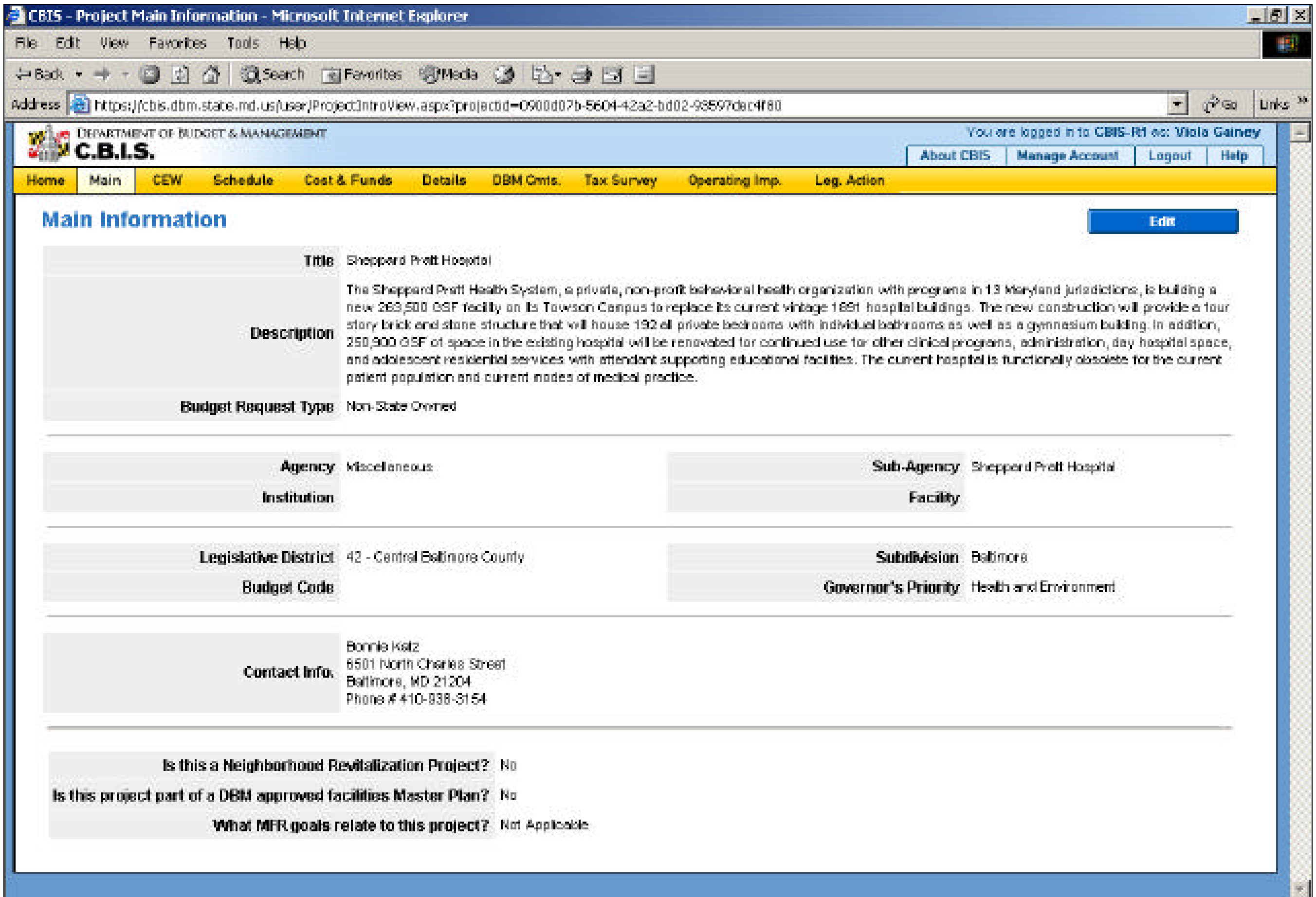
After printing and reviewing the request forms for accuracy, return to the "Submit Page" and click "Submit Request."

If your CBIS Login identifies you as an Agency User, clicking “Submit Request” will forward the Request to your Agency Budget Officer. After submitting the budget request, the Agency User can only view, not change, the submission. If changes are required, the Agency Budget Officer may edit the material before submitting it to the Office of Capital Budgeting. Alternatively, the Agency Budget Officer might choose to return the submission to the Agency User for changes. To do so, the Manager should click on the “Main Information” View Screen. Click “Edit” and the “Main Information” Input Screen will appear. Click “Request Status” and select “Unsubmit” from the drop-down menu.

If your CBIS Login identifies you as an Agency Manager, clicking “Submit Request” will forward the Request to your DBM Capital Budget Analyst in the Office of Capital Budgeting (OCB). After OCB receives the request, the Agency Manager can only view, not change, the submission. If changes are required, the OCB Capital Budget Analyst must be contacted in order for the submission to be returned to the agency. The OCB Capital Budget Analyst may also elect to return the submission to the Agency Manager if the submission is deemed to be inaccurate, incoherent, or incomplete.

NOTE: Screen shots displayed in this manual will show more menu options than are available for agency users and agency managers. These menu options will not appear on the actual screens of agency users and agency managers. They are for the exclusive use of OCB capital budget analyst and CBIS administrators.

Non-State Owned Project
Main Information Screen

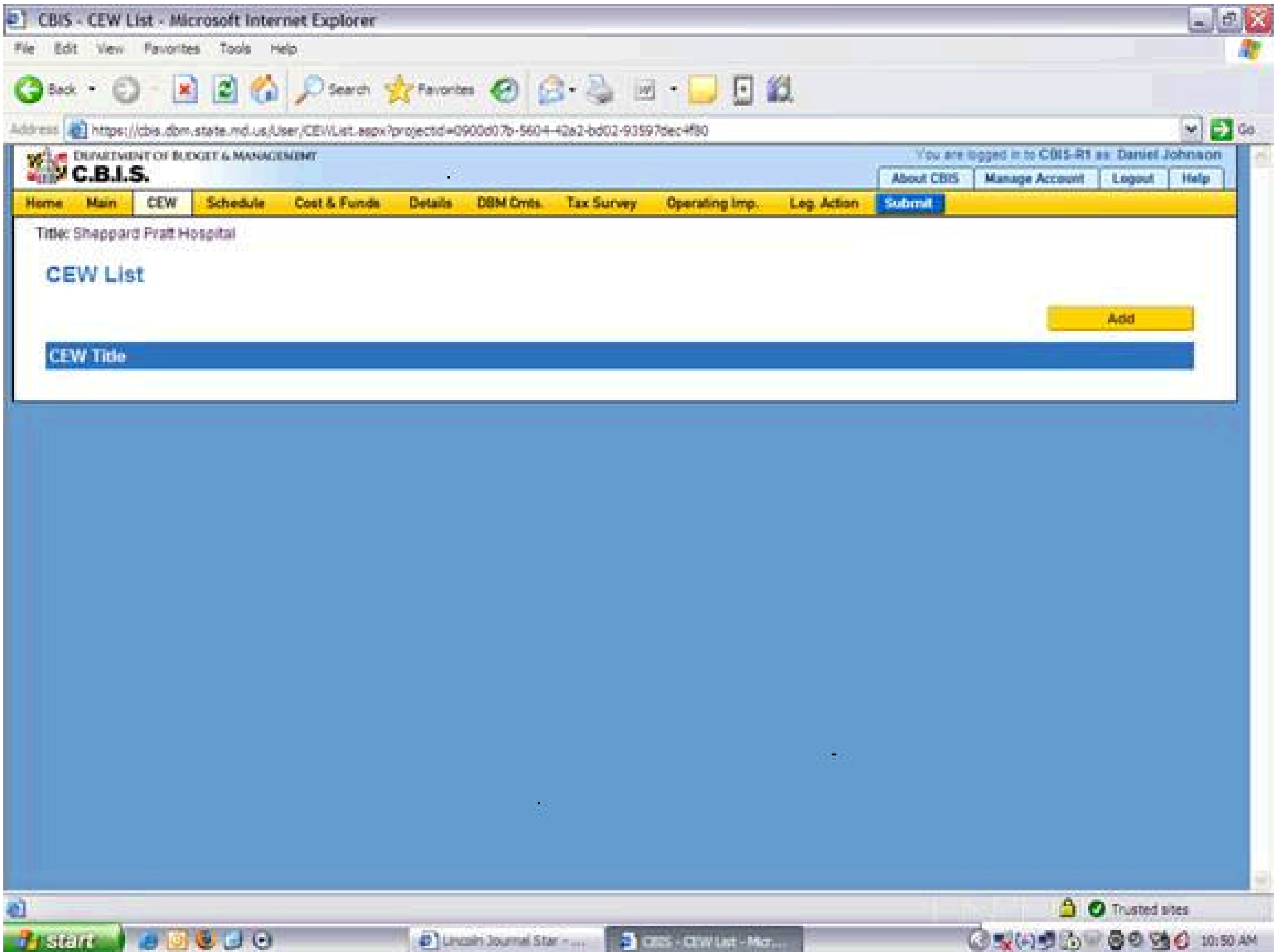


Click "Edit" on the "Main Information" Data Screen shown above. An Input Screen will appear with fields to enter the required "Main Information."	
Title	If you are entering this project for the first time, provide a title for the project. If this project has received prior funding, CBIS will insert the title.
Description	Describe the project and explain what is included in the scope of work and performance characteristics of the project. The first sentence should begin with a verb which indicates the specific capital activity (e.g. design, construct) that the grantee will undertake with the funds. The remainder of the sentence should indicate the location, the name of the grantee, a description of the services that the grantee provides, and the specific kinds of clients who receive the services. The remainder of the description should contain the following: • If the project is phased, note the number of phases and the phase to be funded with this request. A description of the phases should then be provided in a subsequent screen entitled "Supporting Comments and Justification." • The existing facility problems that the capital funding is intended to solve. • A description of how the facility problem(s) has interfered with the effective delivery of the grantee's services. • A description of how completion of the capital project will improve the grantee's delivery of services. • The number of clients who need to be served.

Non-State Owned Project
Main Information Screen (Continued)

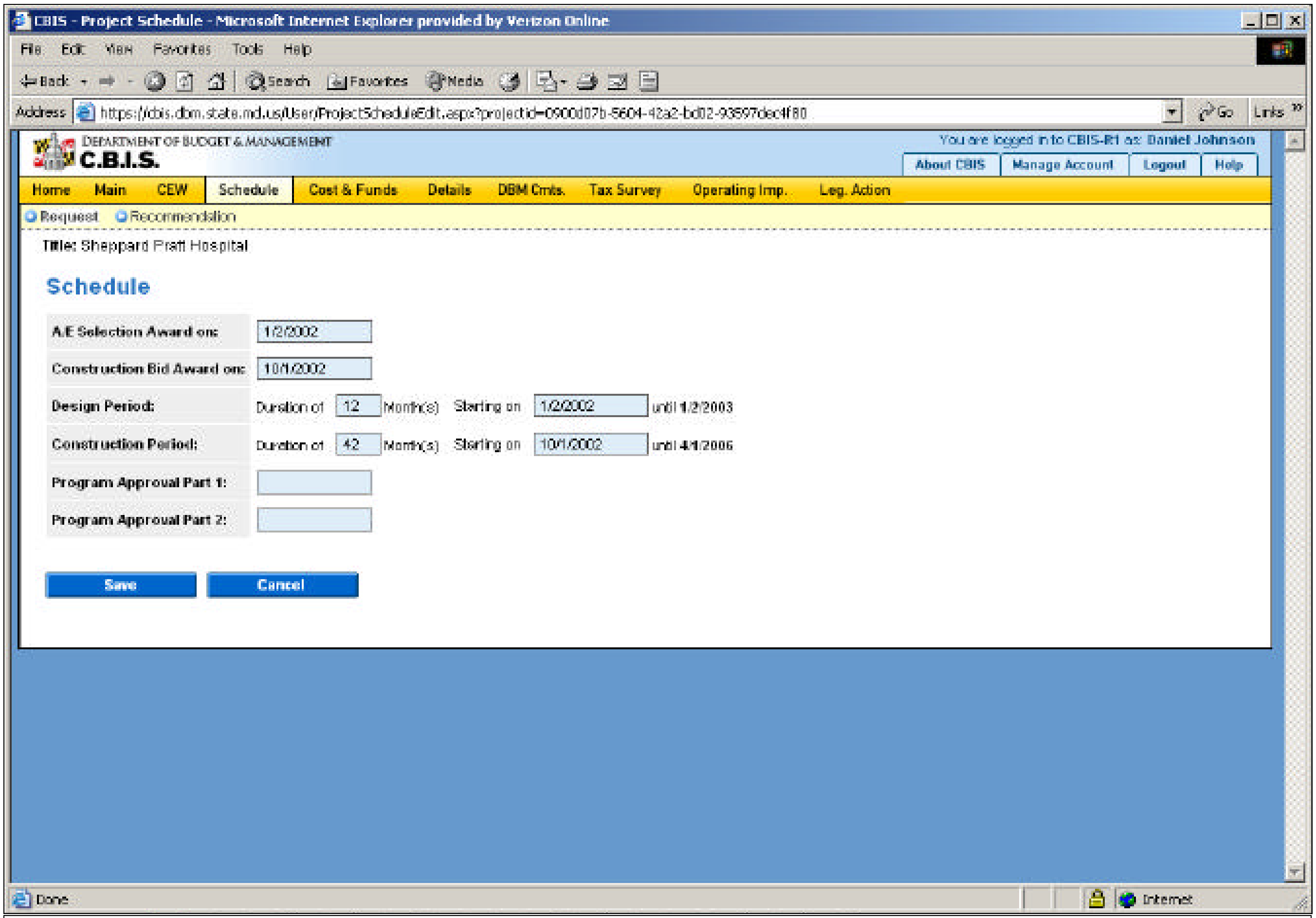
Description (Continued)	• The number of clients currently served. • The number of clients who will be served upon completion of the project.
White Book Name	Enter the name of the project. Note: This field is only visible on the Main Information Input Screen.
Request Status	CBIS populates this field with "Unsubmitted" until a submission is made.
Agency	Select "Miscellaneous" from the drop-down menu.
Sub-Agency	Select the name of your Organization, if available, from the drop-down menu.
Institution	Select from the drop-down menu if appropriate.
Legislative District	From the drop-down menu select the appropriate State Legislative District in which the project is located.
Subdivision	From the drop-down menu select the appropriate subdivision in which the project is located.
Budget Code	Select from the drop-down menu. If unknown, leave this blank.
Governor's Priority	Enter the Governor's priority from the drop-down box. The priorities are Education, Health and Environment, Public Safety and Safer Neighborhoods, Commerce, and Other Projects. Use your judgment as to where you feel your project should be prioritized.
Contact Info.	If not available from the drop-down menu, enter the name, mailing address, and phone number where someone can be reached that will be able to answer any questions pertaining to the request.
Is this a Neighborhood Revitalization Project?	If you have been advised that the project is in a "Neighborhood Revitalization Area," check "Yes." Otherwise, check "No."
Is this project part of a DBM approved Facilities Master Plan?	Check "No."
What MFR goals relate to this project?	Enter "Not Applicable." Click "Save." For the "Save" command to function, it is necessary that <u>at least</u> the "Title," "Agency," "Legislative District," and "Subdivision" information fields be completed. If this information has been entered, the "Main Information" View Screen will appear showing all of the information that you have just entered. To move to another menu, click on the desired menu option on the dark yellow tool bar.

Non-State Owned Project
Cost Estimate Worksheet Screen



CEW List	If the budget submission requires a CEW to be completed, click “Add” to create a CEW. Instructions for completing the CEW can be found in Section IX. If you are unsure if your budget submission requires a CEW, please contact your DBM Capital Budget Analyst.

Non-State Owned Project
Schedule Screen

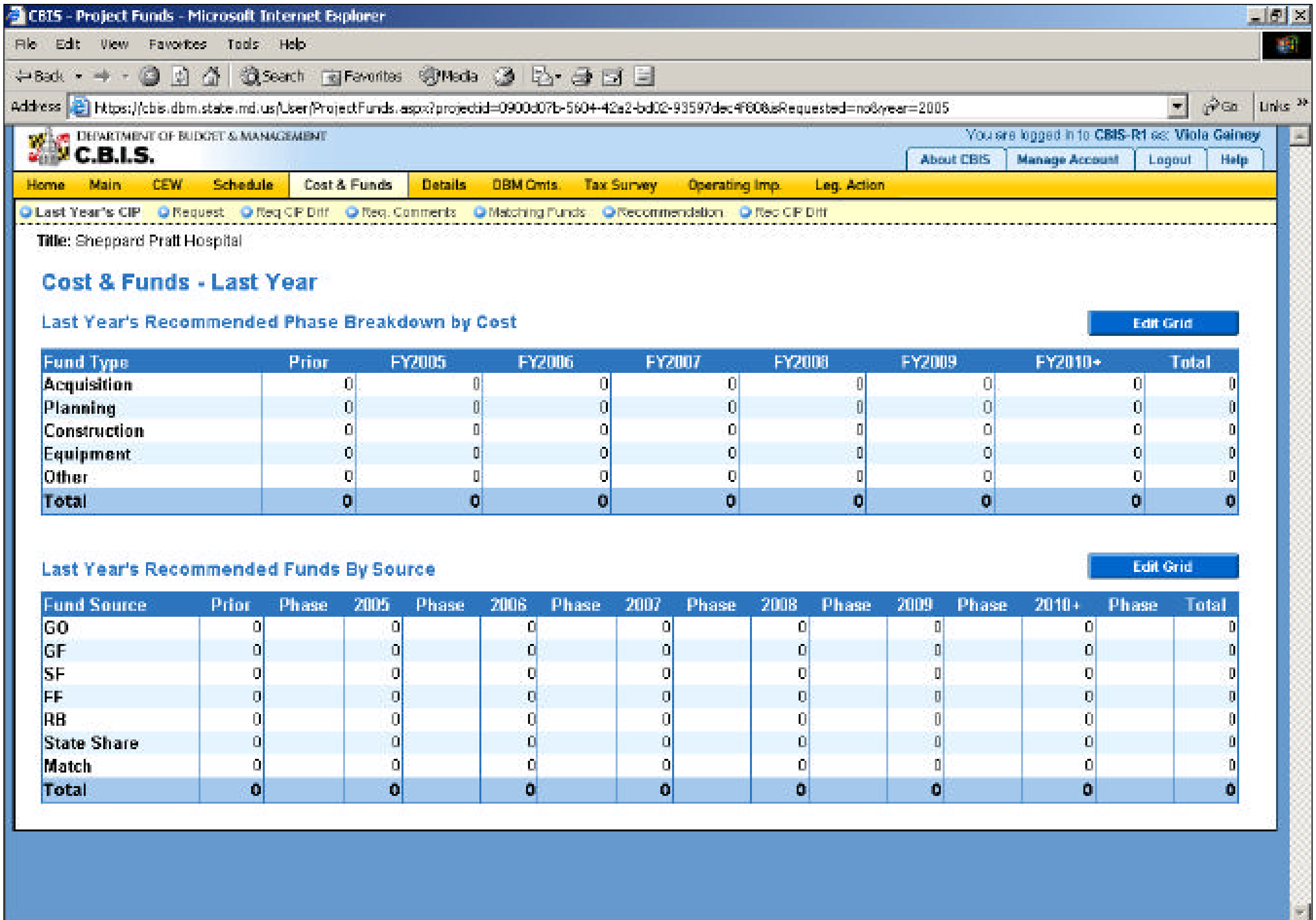


To open this Screen, click “Schedule” on the dark yellow tool bar. The “Schedule” information may be directly entered in the fields on the screen.	
A/E Selection Award on	Enter the actual or anticipated date for award of the architectural design in a numerical format (Month/Day/Year).
Construction Bid Award on	Enter the actual or anticipated date for award of the construction contract in a numerical format (Month/Day/Year).
Design Period (Months)	Enter the actual or anticipated number of months it will take to design the project.
Design Period (Starting On)	Enter the actual or anticipated starting date for design in a numerical format (Month/Day/Year). This date may or may not be the same as the A/E Selection Award date. CBIS will automatically calculate the end period design date based on the “Design Period” information after “Save” is selected.
Construction Period (Months)	Enter the actual or anticipated number of months it will take to construct the project.
Construction Period (Starting On)	Enter the actual or anticipated starting date for construction in a numerical format (Month/Day/Year). CBIS will automatically calculate the end period construction date based on the “Construction Period” information after “Save” is selected.

Non-State Owned Project
Schedule Screen (Continued)

Program Approval Part 1	Not Applicable - Leave Blank.
Program Approval Part 2	Not Applicable - Leave Blank. When you click “Save,” the “Cost & Funds - Request” View Screen will appear. If you want to review the material that you just entered in the “Schedule” menu, click “Schedule” on the dark yellow tool bar.

Non-State Owned Project
Cost & Funds - Last Year's CIP Screen



Fund Type	Prior	FY2005	FY2006	FY2007	FY2008	FY2009	FY2010+	Total
Acquisition	0	0	0	0	0	0	0	0
Planning	0	0	0	0	0	0	0	0
Construction	0	0	0	0	0	0	0	0
Equipment	0	0	0	0	0	0	0	0
Other	0	0	0	0	0	0	0	0
Total	0	0	0	0	0	0	0	0

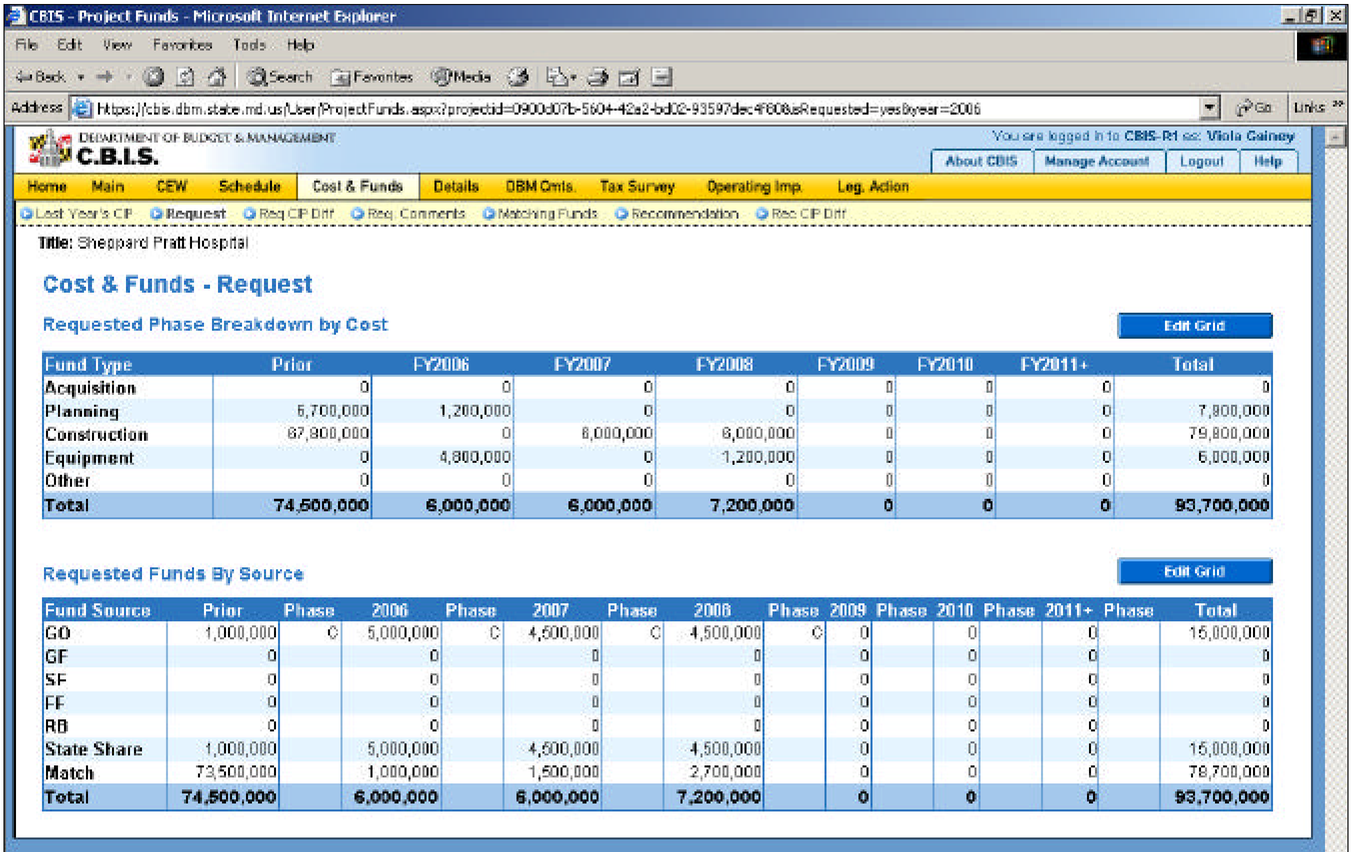
Fund Source	Prior	Phase	2005	Phase	2006	Phase	2007	Phase	2008	Phase	2009	Phase	2010+	Phase	Total
GO	0		0		0		0		0		0		0		0
GF	0		0		0		0		0		0		0		0
SF	0		0		0		0		0		0		0		0
FF	0		0		0		0		0		0		0		0
RB	0		0		0		0		0		0		0		0
State Share	0		0		0		0		0		0		0		0
Match	0		0		0		0		0		0		0		0
Total	0		0		0		0		0		0		0		0

To open this Screen, click "Cost & Funds" on the dark yellow tool bar. Click "Last Year's CIP" on the light yellow tool bar.	
Recommended Phase Breakdown by Cost	Click "Edit Grid" for "Last Year's Recommended Phase Breakdown by Cost." An Input Screen will appear with fields to enter the required phase data. CBIS should roll this information over from last year. In the event this screen is blank, or this is a new project, enter any prior funding that may have been allocated for this project by type of activity in the "Prior" column. In the fiscal year columns, enter the amount of funds indicated in the current Capital Improvement Program for each respective year. All dollar amounts should be rounded to the nearest $1,000. Click "Save." The Data View screen for "Cost & Funds - Last Year" will appear, showing "Last Year's Recommended Phase Breakdown by Cost" data that you have just entered. CBIS will calculate the column and row totals. Please note that all of the dollar amounts appear as "Match" dollars on the table below <u>until</u> the Fund Source data is directly entered into the various source categories (e.g. GO, GF, etc.) in the step below.
Recommended Funds by Source	Click "Edit Grid" for "Last Year's Recommended Funds by Source." An Input Screen will appear with fields to enter the required fund source data.

Non-State Owned Project
Cost & Funds - Last Year's CIP Screen (Continued)

Recommended Funds by Source (Continued)	CBIS should roll this information over from last year. In the event this screen is blank, or this is a new project, enter any prior funding that may have been allocated for this project in the "Prior" column. In the fiscal year columns, enter the type of funds indicated in the current Capital Improvement Program for each respective year. All dollar amounts should be rounded to the nearest $1,000. In addition, in both the prior and future fiscal year columns indicate with capital letters the phase of activity each year's funds will assist. Use A,P,C,E for Acquisition, Planning, Construction, and Equipment respectively. Click "Save." The Data View Screen for "Cost & Funds - Last Year" will appear, and the "Fund Source" data that you have just entered is on this Screen. CBIS will calculate the column and row totals. Also, note that this data should now be accurately divided between "State Share" and "Match."

Non-State Owned Project
Cost & Funds - Request Screen



Fund Type	Prior	FY2006	FY2007	FY2008	FY2009	FY2010	FY2011+	Total
Acquisition	0	0	0	0	0	0	0	0
Planning	6,700,000	1,200,000	0	0	0	0	0	7,900,000
Construction	67,800,000	0	6,000,000	6,000,000	0	0	0	79,800,000
Equipment	0	4,800,000	0	1,200,000	0	0	0	6,000,000
Other	0	0	0	0	0	0	0	0
Total	74,500,000	6,000,000	6,000,000	7,200,000	0	0	0	93,700,000

Fund Source	Prior	Phase	2006	Phase	2007	Phase	2008	Phase	2009	Phase	2010	Phase	2011+	Phase	Total
GO	1,000,000	C	5,000,000	C	4,500,000	C	4,500,000	C	0		0		0		15,000,000
GF	0		0		0		0		0		0		0		0
SF	0		0		0		0		0		0		0		0
FF	0		0		0		0		0		0		0		0
RB	0		0		0		0		0		0		0		0
State Share	1,000,000		5,000,000		4,500,000		4,500,000		0		0		0		15,000,000
Match	73,500,000		1,000,000		1,500,000		2,700,000		0		0		0		78,700,000
Total	74,500,000		6,000,000		6,000,000		7,200,000		0		0		0		93,700,000

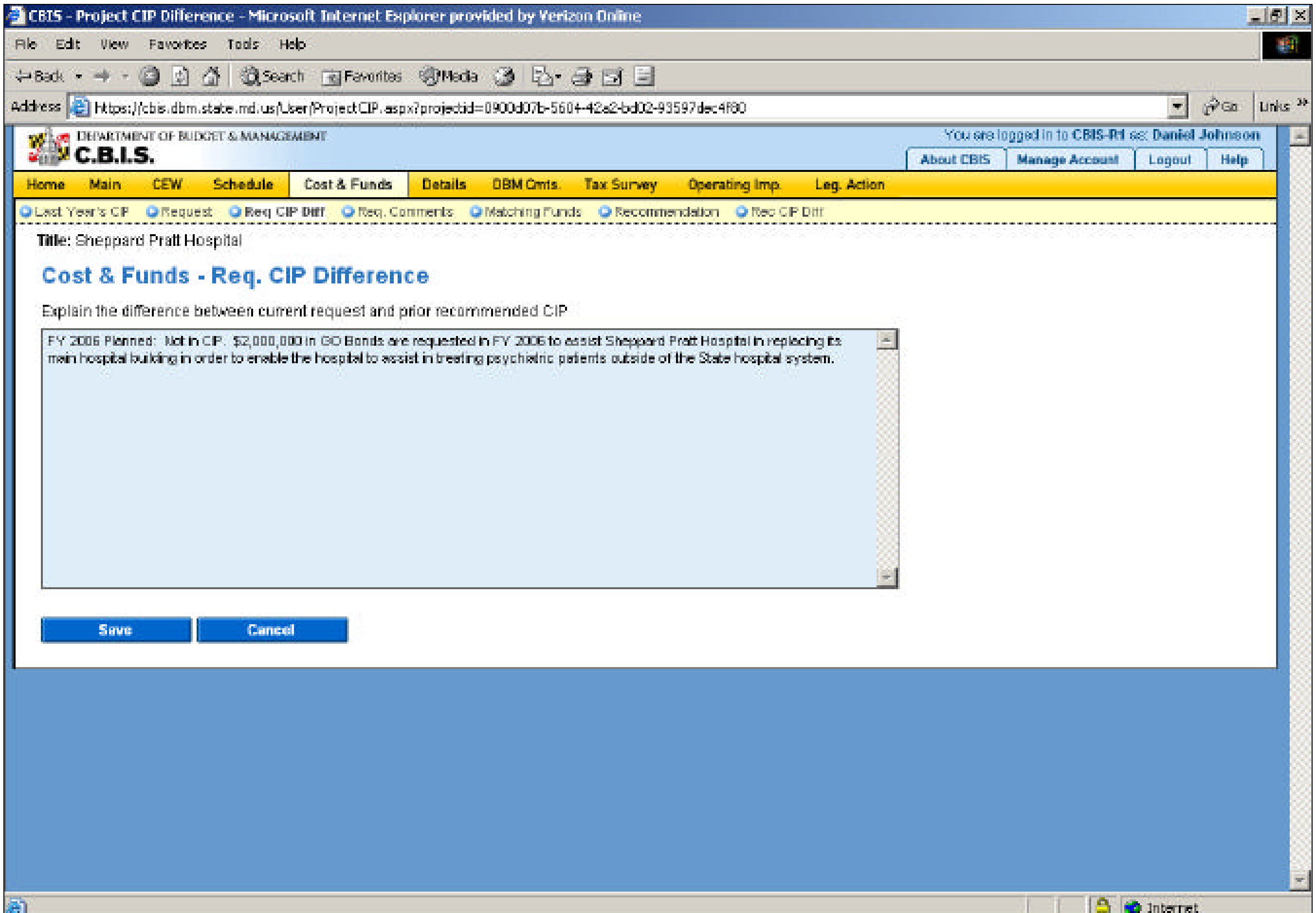
To open this Screen, click “Cost & Funds” on the dark yellow tool bar.
Click “Request” on the light yellow tool bar.
These tables concern “Cost & Funds” for the Next Fiscal Year.

Requested Phase Breakdown by Cost	Click “Edit Grid” for the “Requested Phase Breakdown by Cost” table. An Input Screen will appear with fields to enter the required phase/cost data. This table should show the total cost of the project, regardless of the source of funding. In the “Prior” column, enter any prior funding that may have been allocated for this project by type of activity. In the fiscal year columns, enter the amount of funds being requested for the project (rounded to the nearest $1,000) in the appropriate cell. Click “Save.” The Data View Screen for “Cost & Funds-Request” will appear and the phase/cost data that you have just entered is on this Screen. CBIS will calculate the column and row totals. Also, note that all of the dollar amounts appear as “Match” dollars on the table below <u>until</u> the Fund Source data is directly entered into the various source categories (e.g. GO, GF, etc.) in the step below.
Requested Funds by Source	Click “Edit Grid” for “Requested Funds by Source.” An Input Screen will appear with fields to enter the required fund source data. In this table, only enter the amount of State funds authorized or to be requested for the project.

Non-State Owned Project
Cost & Funds - Request Screen (Continued)

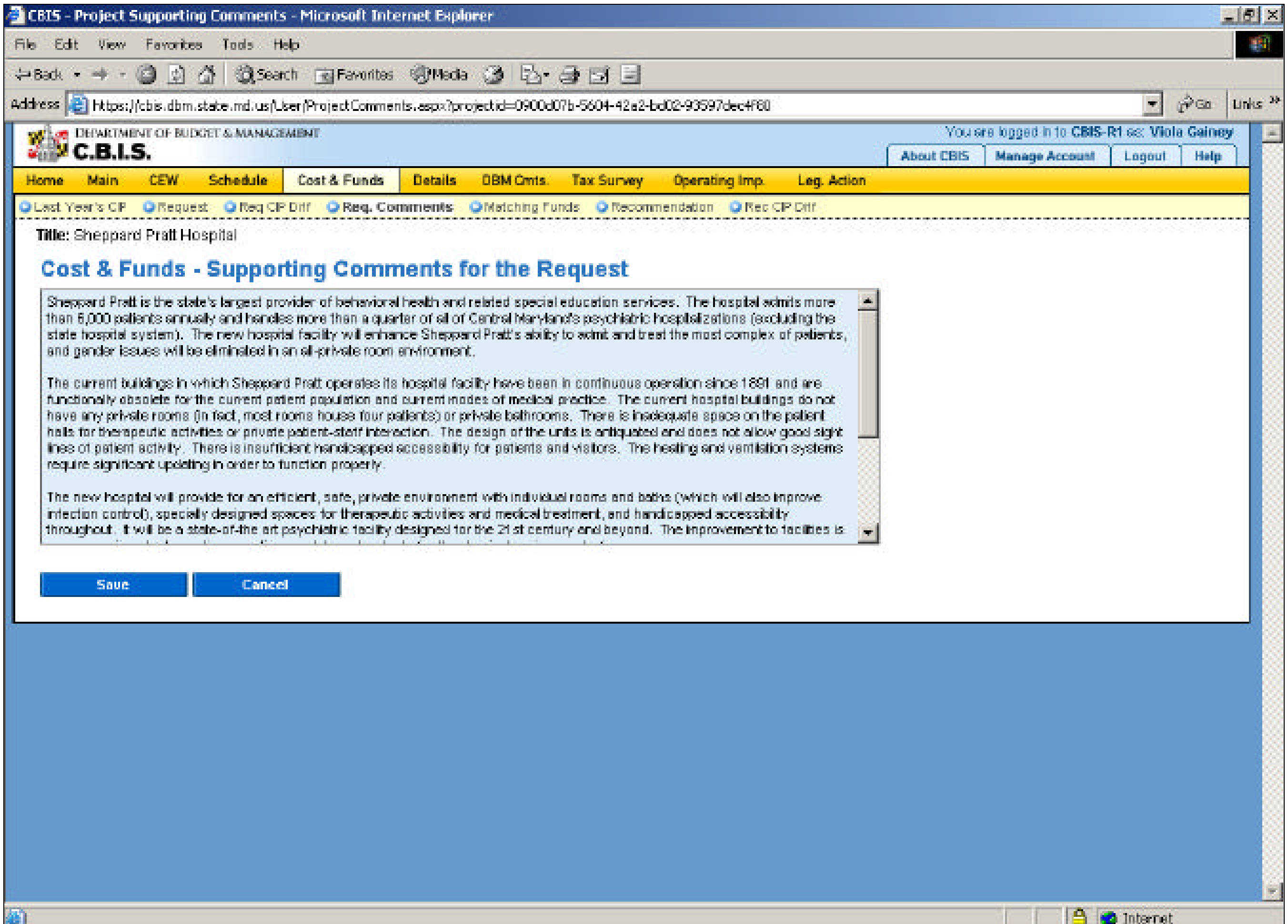
Requested Funds by Source (Continued)	In the "Prior" column, enter the type of any State funds that may have previously been allocated for this project. In the fiscal year columns, enter in the appropriate cell the State funds to be requested (rounded to the nearest $1,000). In addition, in both the prior and fiscal year columns indicate with capital letters the phase of activity each year's funds will assist. Use A, P, C, E, for Acquisition, Planning, Construction, and Equipment, respectively. Click "Save." The Data View Screen for "Cost & Funds - Request" will appear and the "Fund Source" data that you have just entered is on this Screen. CBIS will calculate the column and row totals. Please note that this data should now be accurately divided "State Share" and "Match."

Non-State Owned Project
Cost & Funds Requested CIP Difference Screen



To open this Screen, click "Cost & Funds" on the dark yellow tool bar,. Click "Req CIP Diff" on the light yellow tool bar. Since this is a text box, data and information can be entered directly.	
Requested CIP Difference	The data in this box compares the amount of funding for the project that was planned in the CIP to the amount that is being requested. Begin the text with, "FY20__ Planned:" Then state the funding amount planned in the last CIP for the upcoming fiscal year's capital budget; also state the type of funds recommended (i.e. General Obligation Bonds, General Funds, Special Funds). If the amount requested is <u>within</u> 5% of the amount planned, state, "The amount requested is generally consistent with the amount planned in the CIP. If the amount requested is <u>more than</u> 5%, state the reason for the difference. If the project was <u>not listed</u> in the last CIP for State funding in the upcoming fiscal year, state "Not in CIP." A sentence should then be added that explains the amount requested and why the project was added to the upcoming fiscal year. Click "Save" and the "Cost & Funds - Request" View Screen will appear. In order to examine the material that you just entered in the above text box, click "Req. CIP Difference" on the light yellow tool bar.

Non-State Owned Project
Cost & Funds - Supporting Comments for the Request Screen



To open this Screen click "Cost & Funds" on the dark yellow tool bar. Click "Req. Comments" on the light yellow tool bar. Since this is a text box, information may be directly entered into this screen.	
Supporting Comments for the Request	Summarize the information that was provided in the Part I Program justification. This should include a description and justification of the project in sufficient detail to indicate clearly the nature of the work to be funded. Expand on the general rationale for the project included in the project description. Include the size of the facility in GSF and NSF, what the project is, location, and any secondary components of the project, if applicable. Address facility problems, causes of the problems, and consequences to the delivery of services. Be sure to provide quantitative data, where appropriate, to support the project justification. Also, indicate if there are any secondary objectives, or if the scope of the problem goes beyond what has been indicated above. Indicate if there are any issues that will be dealt with, such as historic preservation or project phasing. In developing the supporting comments, three issues should be addressed. They are: 1) descriptions of the facility problem(s), 2) consequences of the facility problem(s) on service delivery, and 3) outcomes.

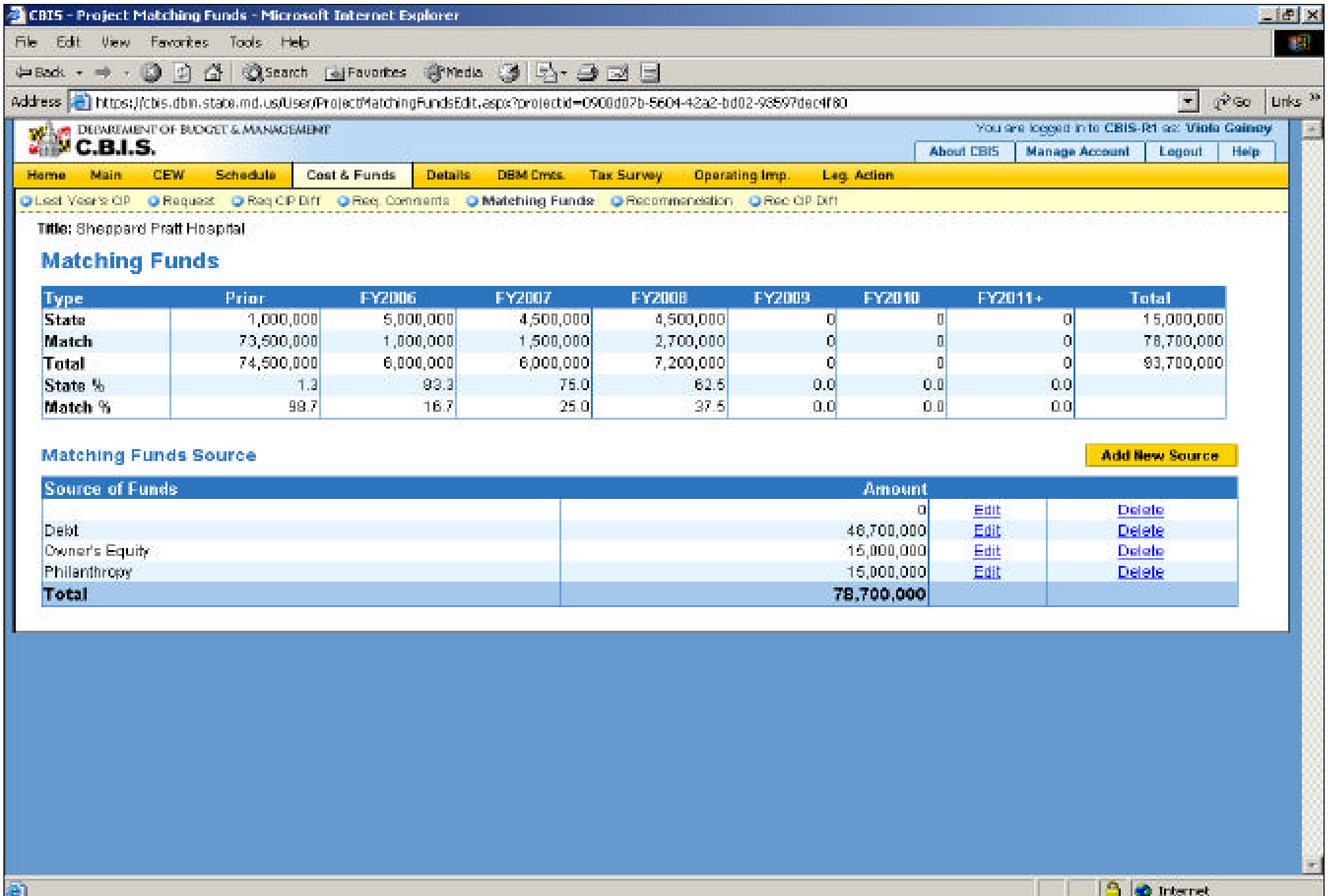
Non-State Owned Project
Cost & Funds - Supporting Comments for the Request Screen (Continued)

Supporting Comments for the Request (Continued)	**Facility Problem(s).** There are generally three types of facility problems that could characterize a project: insufficient space, functional inadequacy of existing space, and obsolescence or deficiencies in existing space. One or more of the facility problems could be involved in a project. 1. "Insufficient space" means that more space is needed for a function than is currently available. This may occur because standards require more space or an increase in users has resulted in overcrowding in the existing space. For example, an increase of patients at a health facility may result in the need for more clinical space. 2. The "functional inadequacy of space" means that the physical characteristics of the existing space must be changed so that it can be more effectively utilized for the designated purpose. For example, using space for clinical examinations that was previously used for radiological services would have to be changed for the more effective delivery of the clinical services. 3. "Obsolescent/deficient space" means that the space is out-dated or is defective in some way. Examples include leaking roofs, buildings not in compliance with codes, and HVAC systems with inadequate capacity. **Consequences on Operations/Service Delivery.** After describing the facility problem(s), state its consequences on the operations within the building and the delivery of services from the building. For example, did the lack of sufficient space cause the school to turn away students, the hospital to go to "flyby" status, the prison to use dayroom space for inmate housing, or the research lab to decline a grant to conduct research studies on a new cure for some disease. It is necessary to develop the analysis of these impacts. Even if the students could be accommodated, the patients treated, the prisoners housed, or the research grant accepted, it is necessary to discuss how adapting the existing facility to these various actions can interfere, or be expected to interfere, with the effective delivery of services. For example, accepting more students, without increasing available space, might create overcrowded classes, while use of dayroom space for inmate housing might necessitate the need for more guards for security. **Outcomes.** It is also important to discuss the "outcome" that is expected to occur as a result of an effectively delivered service. An "outcome" means the desired improvement in the condition or situation of the customers that arises from use of a State Agency's services. For example, increased space for prison housing might reduce the number of inmates harmed as a result of unsafe housing conditions. The description should highlight the degree to which the project services will be available to all or many of the State's citizens. Provision of this information should thus indicate that the project's intended "outcomes" will have a statewide benefit. Presentation of the above material should emphasize the use of quantitative data. For example, if insufficient space is the facility problem, then quantify the shortfall, being sure to cite the space standards used to arrive at the determination. Service/operations problems should also be measured using data. Referring to the above examples, measure the number of prisoners in dayroom space, the number of students turned away, and the number of grants declined. Measurement of outcomes is particularly important because it indicates the degree to which the project's services are meeting the customer's needs. In the above prison example, data could be provided indicating the number of "safety incidents." Finally, be sure that all numbers in

Non-State Owned Project
Cost & Funds - Supporting Comments for the Request Screen (Continued)

Supporting Comments for the Request (Continued)	the write-up (NSF, GSF, etc.) agree with supporting documents such as the CEW or other sections of the CBIS worksheet. **Caution**. The use of a text file is the preferred method to "cut and paste" in this text box. If you attempt to "cut and paste" from Word, the formatting functions may be lost. Click "Save." The "Cost & Funds - Request" View Screen will appear. If you want to view the material that you just entered, click "Req. Comments" on the light yellow tool bar.

Non-State Owned Project
Matching Funds Screen



Type	Prior	FY2006	FY2007	FY2008	FY2009	FY2010	FY2011+	Total
State	1,000,000	5,000,000	4,500,000	4,500,000	0	0	0	15,000,000
Match	73,500,000	1,000,000	1,500,000	2,700,000	0	0	0	78,700,000
Total	74,500,000	6,000,000	6,000,000	7,200,000	0	0	0	93,700,000
State %	1.3	93.3	75.0	62.5	0.0	0.0	0.0	
Match %	98.7	16.7	25.0	37.5	0.0	0.0	0.0	

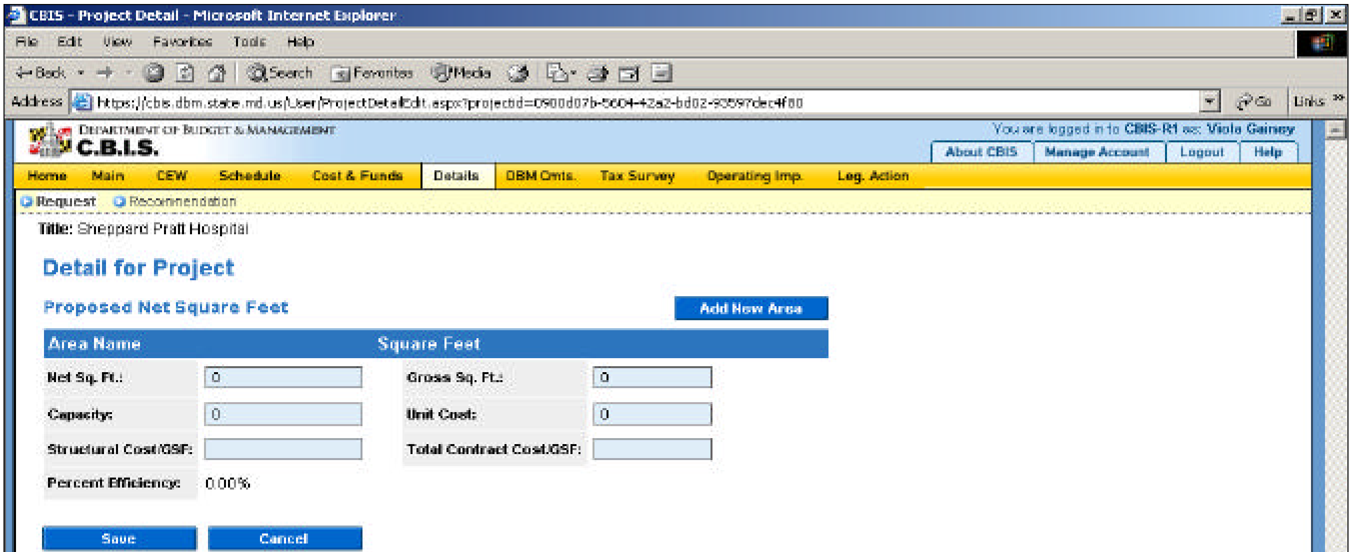
Source of Funds	Amount		
	0	Edit	Delete
Debt	46,700,000	Edit	Delete
Owner's Equity	15,000,000	Edit	Delete
Philanthropy	15,000,000	Edit	Delete
Total	78,700,000		

To open this Screen, click "Cost & Funds" on the dark yellow bar. Click "Matching Funds" on the light yellow tool bar.	
Matching Funds	The "Matching Funds" table will be populated by CBIS based on information you entered in prior screens.
Matching Funds Source	Entering matching funds data can occur either through inputting new data or editing existing data. To enter <u>new data</u>, click "Add New Source" on the "Matching Funds" View Screen. The "Matching Funds Source" Input Screen will appear. Enter the new data in the "Source of Funds" and "Amount" fields and click "Update." The "Matching Funds Source" View Screen will appear showing the new data that you have just entered. It should be emphasized that it is necessary to repeat this process in order to enter <u>each</u> different fund source that is new. To <u>edit data</u> already in the "Matching Funds Source" table, click "Edit" (or "Delete" if appropriate) on the "Matching Funds Source" View Screen line that is appropriate. The "Matching Funds " Input Screen will appear. Enter the changes in the "Source of Funds" and/or "Amount" fields, and click "Update." The "Matching Funds Source" View Screen will appear showing the edited changes that you have just made. Repeat this process for each fund source entry as necessary.

Non-State Owned Project
Matching Funds Screen (Continued)

Matching Funds Source (Continued)	**Note:** When all matching funds sources have been entered, the "Match" type of funds in the "Matching Funds" table should equal the Total in the "Matching Funds Source" table.

Non-State Owned Project
Detail for Project Screen



To open the "Detail for Project" Input Screen, click "Details" on the dark yellow tool bar. You should be aware that the "Area Name" and "Square Feet" fields that appear when clicking on the "Detail for Project" menu serve as a View Screen. It is not possible to enter data directly into these fields; instead, follow the directions immediately below.

Area Name and Square Feet	There are two basic possibilities facing a user concerning "Area Name" and "Square Feet" project detail: (1) none of this data has ever been entered or (2) data has been entered at a previous time. The distinction is important because it determines the appearance of the View Screen that the user will encounter when clicking the "Details" menu option. If no data has ever been entered, the user will see the View Screen above. Click "Add New Area" and an Input Screen will appear. Enter a specific kind of space (e.g. Office Space) and its corresponding size in the "Area Name" and "Square Feet" fields respectively. Click "Update" and the View Screen above will appear with the information/data that you just entered appearing under the "Area Name" and "Square Feet" field labels. This process must be repeated in order to enter each different kind of space and its corresponding square footage. It is **not** possible to enter all of the different space areas and their size **at one time** once you have entered the Input Screen. Instead, entries must occur **one at a time**. As each different entry occurs, you should note that "Net Sq. Ft." field in the above screen will automatically keep a "running **total**" of the net square feet. For reasons explained in the "Net Sq. Ft." category below, it is recommended that the total net square footage for your different "area entries" equal the actual mathematical total for the **whole project**. If you are not prepared to enter each different kind of space at a particular time, use "Other" as a "placeholder name" for the square footage amount that you are unprepared to precisely name.

Non-State Owned Project
Detail for Project Screen (Continued)

Area Name and Square Feet (Continued)	If "Area Name" and "Square Feet" data has been previously entered, the View Screen above will appear with the specific kinds of spaces and their corresponding square feet listed under the "Area Name" and "Square Feet" field headings. If you want to change a previous entry, click "Edit" next to the entry of concern. The Input Screen will appear with fields available for making changes for this particular entry. Click "Update" and the View Screen will appear showing the edited changes.
The user should be aware that **unlike** the fields above, initial data entry and editing for the fields below can be entered directly on the screen which appears when clicking the "Details" menu. Essentially, the screen which appears functions as an Input and View Screen for this data.	
Net Sq. Ft.	As indicated above, this field is calculated automatically as a "running total" as each kind of space and corresponding square footage is entered. However, it is possible to directly enter the "Net Sq. Ft." total directly into this field without first entering each kind of space as described above. If you do so, there is a **major caution.** If you enter the total **directly** in this field first and then enter the "Area Name" and "Square Feet" data, the total in the "Net Sq. Ft." field will be overridden by the automatic totaling that will occur as each kind of space and its corresponding square footage is entered. The "automatic total" has precedence over the directly entered total. It is for this reason that it is recommended above that the sum of the individual entries equal the actual project total, even if an "Other" placeholder must be used.
Gross Sq. Ft.	Enter the gross square feet for the project.
Capacity	Enter the number of people who will be using the space resulting from the project. If this measure is not appropriate to your project, leave this item blank.
Unit Cost	The unit cost is calculated by dividing the construction cost of the project by the number of "items" that the additional capacity accommodates. For example, the cost of a theater divided by the number of seats, or the cost of a hospital by the number of beds, or the cost of a jail by the number of cells. If this measure is not appropriate to your project, leave this category blank.
Structural Cost/GSF	The structural cost per square foot should be determined by dividing only the construction cost by the total gross square feet. Do not include any costs of acquisition, planning, or equipment.
Total Contract Cost/ GSF	The total contract cost per square foot should be determined by dividing the cost of any acquisition, planning, construction, and equipment by the total gross square feet. Click "Save." The "Tax Exemption Survey" screen will appear. Please "print out" a hard copy of your completed forms and proofread the entries before submitting the material to the Office of Capital Budgeting. Please see the Preface pages for directions about how to perform the "print" and "submit" functions. The user should be **CAUTIONED** that by clicking "Save" CBIS will automatically forward you to the "Tax Exemption Survey" Screen. It is unnecessary for you to complete this Screen.